

HUMAN RESOURCES AND REMUNERATION COMMITTEE: TERMS OF REFERENCE

Owner: Consumer Focus Secretariat

Status: Draft Revised as at 13.12.10

Variations to the terms of reference require the approval of the Board.

1 Overview

1.1 The Consumer Focus Board has established a Human Resources and Remuneration (HR&R) Committee to support the Board in their responsibilities for issues of remuneration and recruitment by reviewing the comprehensiveness of policies and procedures in meeting the Board and Accounting Officer's governance needs and reviewing the reliability and integrity of relevant management systems for the organisation. These terms of reference are similar in format to those of the Consumer Focus Audit & Risk Committee, which were modelled on the Cabinet Office *Guidance on Codes of Practice for Board members of Public Bodies*.

2 Membership

2.1 The Committee comprises six non-executive Consumer Focus Board members appointed by the Consumer Focus Board, one of whom serves as the Committee Chair. The Committee may co-opt additional members to provide specialist skills, knowledge and experience.

2.2 Attendees normally invited to attend by the Committee are the Consumer Focus Accounting Officer (Chief Executive), Finance and Operations Director and Head of HR. Attendees do not have voting rights. The Committee may ask any individual/s from Consumer Focus to attend for discussions on any particular matter. Names of current Committee members and attendees appear as Annex A.

3 Secretariat support will be provided by the Consumer Focus Secretariat.

Meetings

3.1 The HR Committee will meet at least three times a year, in line with an annual plan of key issues for each meeting. Additional matters can be accommodated on an up and coming agenda or dealt with via a telephone conference or on line. If needed, the Committee Chair may convene additional meetings. The Board or the Accounting Officer may ask the HR Committee to convene further meetings to discuss particular issues on which they want the HR Committee's advice.

3.2 A minimum of 3 members of the HR Committee will be present for the meeting to be deemed quorate. If the Committee Chair is not able to be present, another member of the Committee will take the Chair for the meeting. Participation may be in person or by telephone/video conference. In certain circumstances, pre-agreed by the Committee and with the approval of the Board if needed, it may be appropriate for elements of work to be dealt with by e-mail.

3.3 The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

4 Reporting

4.1 The HR Committee will report formally in writing to the Board and Accounting Officer after each meeting. All decisions of the Committee are subject to the approval of the Board.

4.2 The HR Committee will provide the Board and Accounting Officer with an annual report, summarising its conclusions from the work has it done during the year.

5 Duties

5.1 The HR Committee operates under delegated powers from the Board as set out in its standing orders. Further to this, the HR Committee will, as appropriate, approve on behalf of, or make recommendations to, or advise the Board, Chair and the Accounting Officer on HR matters.

5.2 The Committee is delegated to:

- i. Develop strategy and policy in matters relating to recruitment, selection, training, motivation, development, reward and retention of staff
- ii. Make recommendations to the Consumer Focus Board on the overall pay and grading structure of the organisation
- iii. Scrutinise annually the annual Pay Remit and recommend to the Consumer Focus Board the decision to forward the Remit to BIS for approval
- iv. Receive reports from the CEO and make recommendations to the Consumer Focus Board on SMT remuneration packages
- v. Advise BIS on CEO remuneration
- vi. Monitor the staffing complement and structure
- vii. Receive reports from the CEO and agree any significant change to the SMT structure
- viii. Monitor any HR related risks and advise on mitigating activities if appropriate
- ix. Monitor trade union relations and consultation
- x. At times of major change in the organisation oversee and support the implementation of appropriate procedures and policies, ensuring that all staff feel valued, supported and dealt with fairly and with respect

5.3 The list of delegated and advisory matters may be varied from time to time.

5.4 The HR Committee will also periodically review its own effectiveness and report the results of that review to the Board.

6 Information requirements

6.1 For each meeting, the HR Committee will be provided with an HR update and management information for the relevant period.

6.2 As and when appropriate the HR Committee will also be provided with:

- the internal audit strategy for purely HR-relevant aspects;
- the HR strategy and/or forward workplan
- a report on any proposals to tender for HR functions;
- papers on HR policies or strategic matters relevant at that time

HUMAN RESOURCES AND REMUNERATION COMMITTEE

as at December 2010

COMMITTEE MEMBERS

- Enid Rowlands (Committee Chair)
- Douglas Sinclair (Chair, Consumer Focus Scotland)
- Vivienne Sugar (Chair, Consumer Focus Wales)
- Rick Hill (Chair, Consumer Focus Northern Ireland – Post)
- Stephen Locke (Consumer Focus, Vice Chair)
- Anna Walker (Consumer Focus, Vice Chair)

ATTENDEES

- Board Chair – Christine Farnish
- Chief Executive / Accounting Officer – Mike O'Connor
- Finance and Operations Director– Graham Clark
- Head of HR – Clare Roach
- Secretariat support officer